



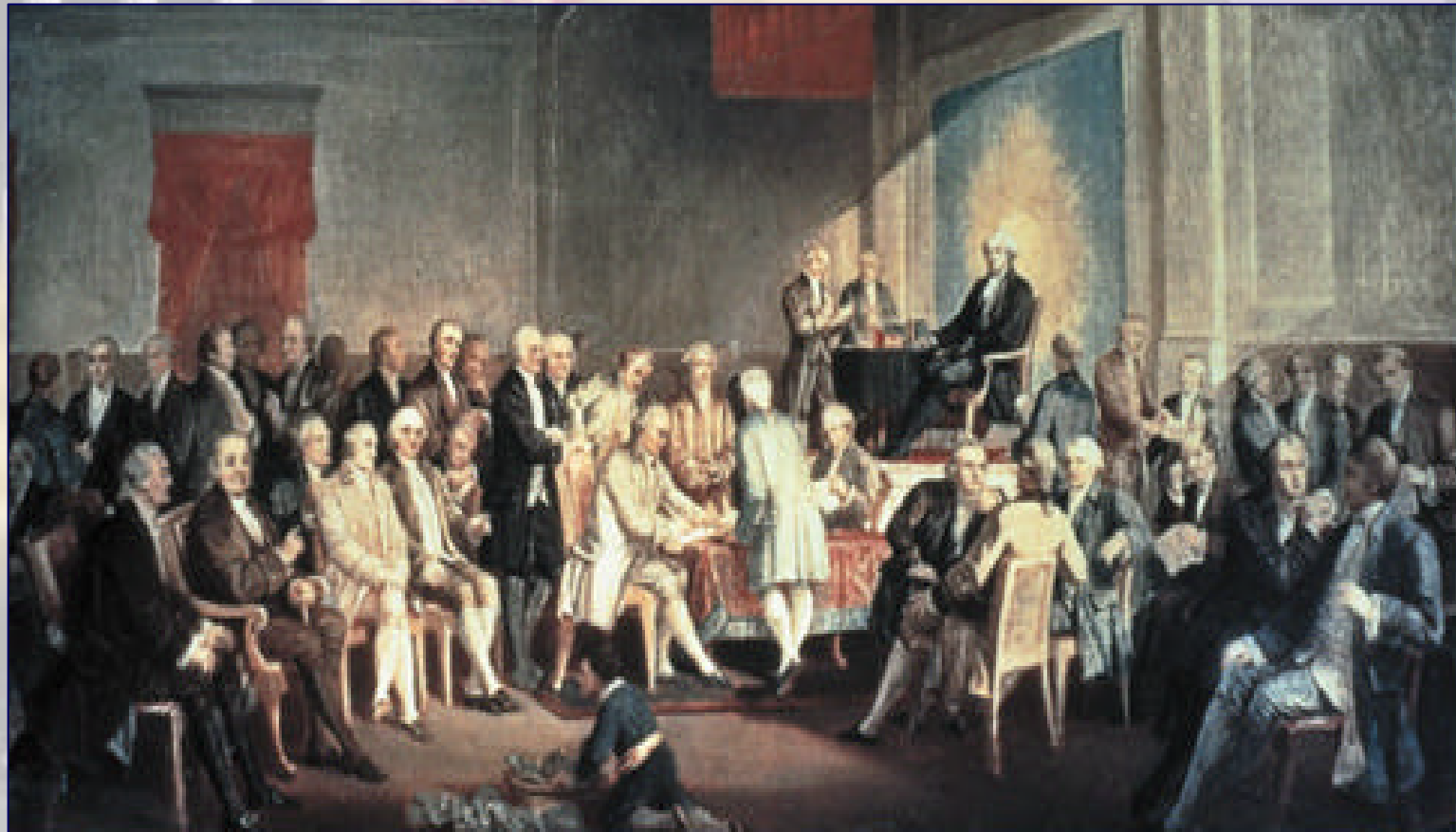
Everything You Need to Know About Records

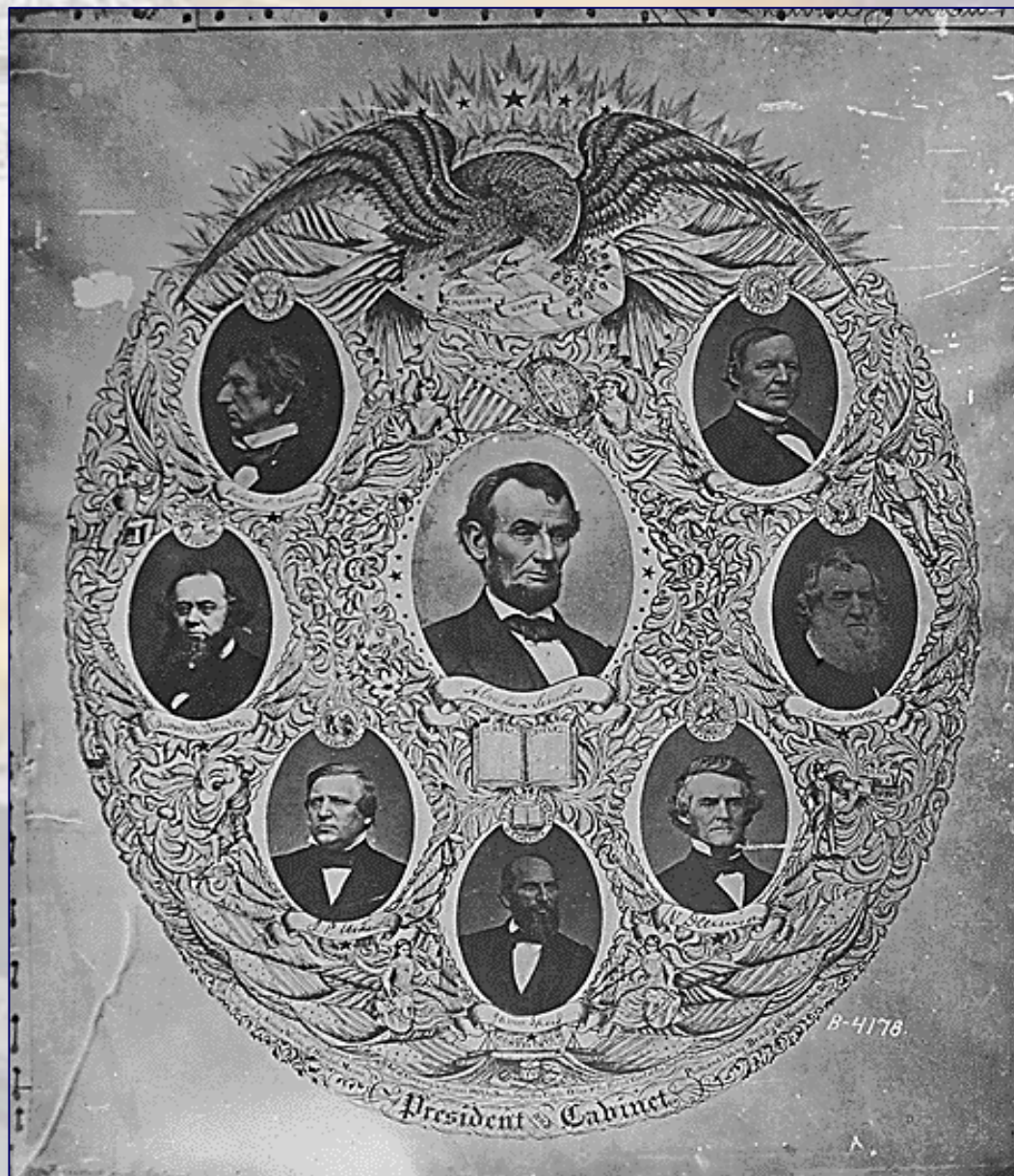
A Briefing for Managers

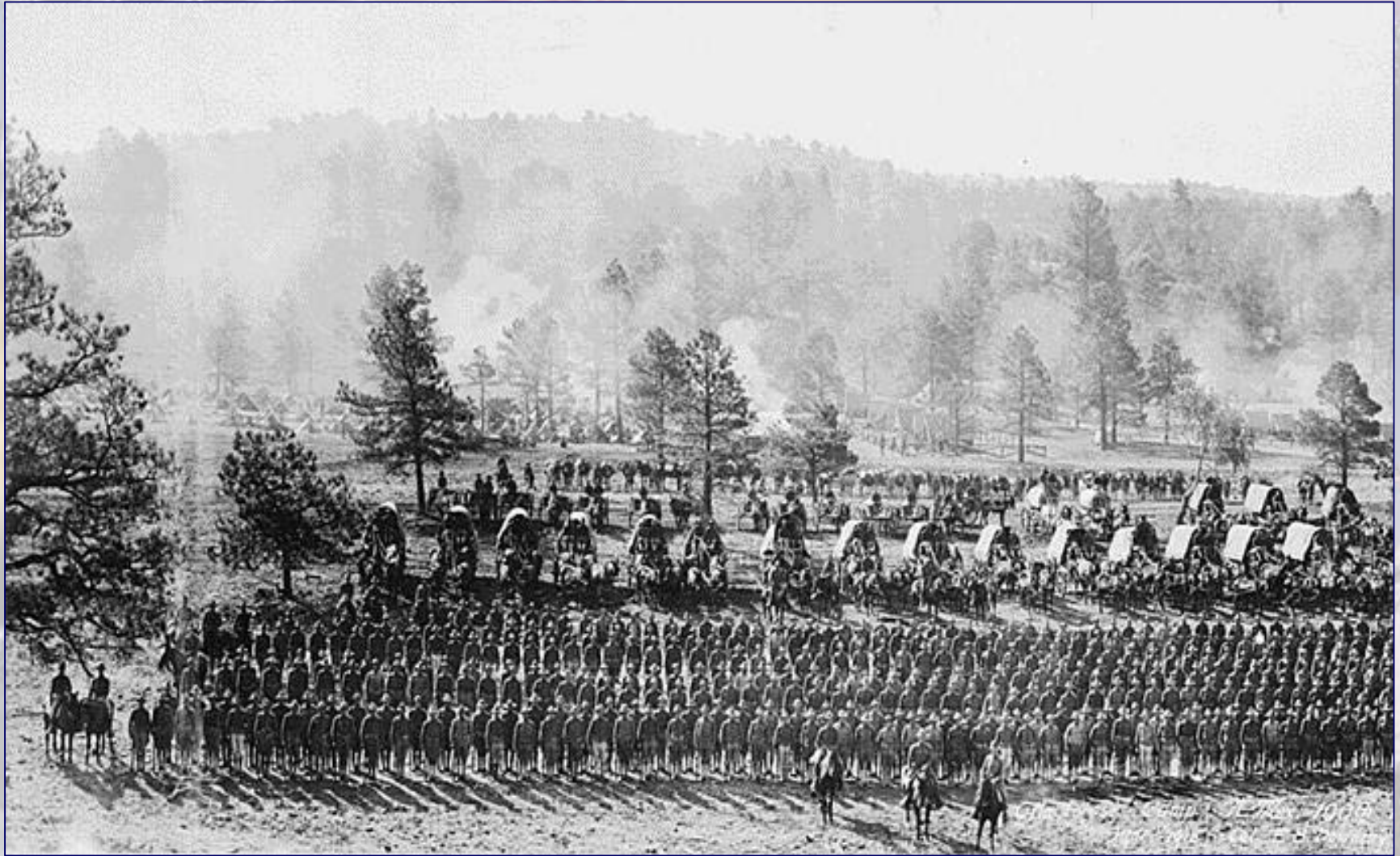
Congratulations on your appointment!

You've joined a distinguished company of public servants...

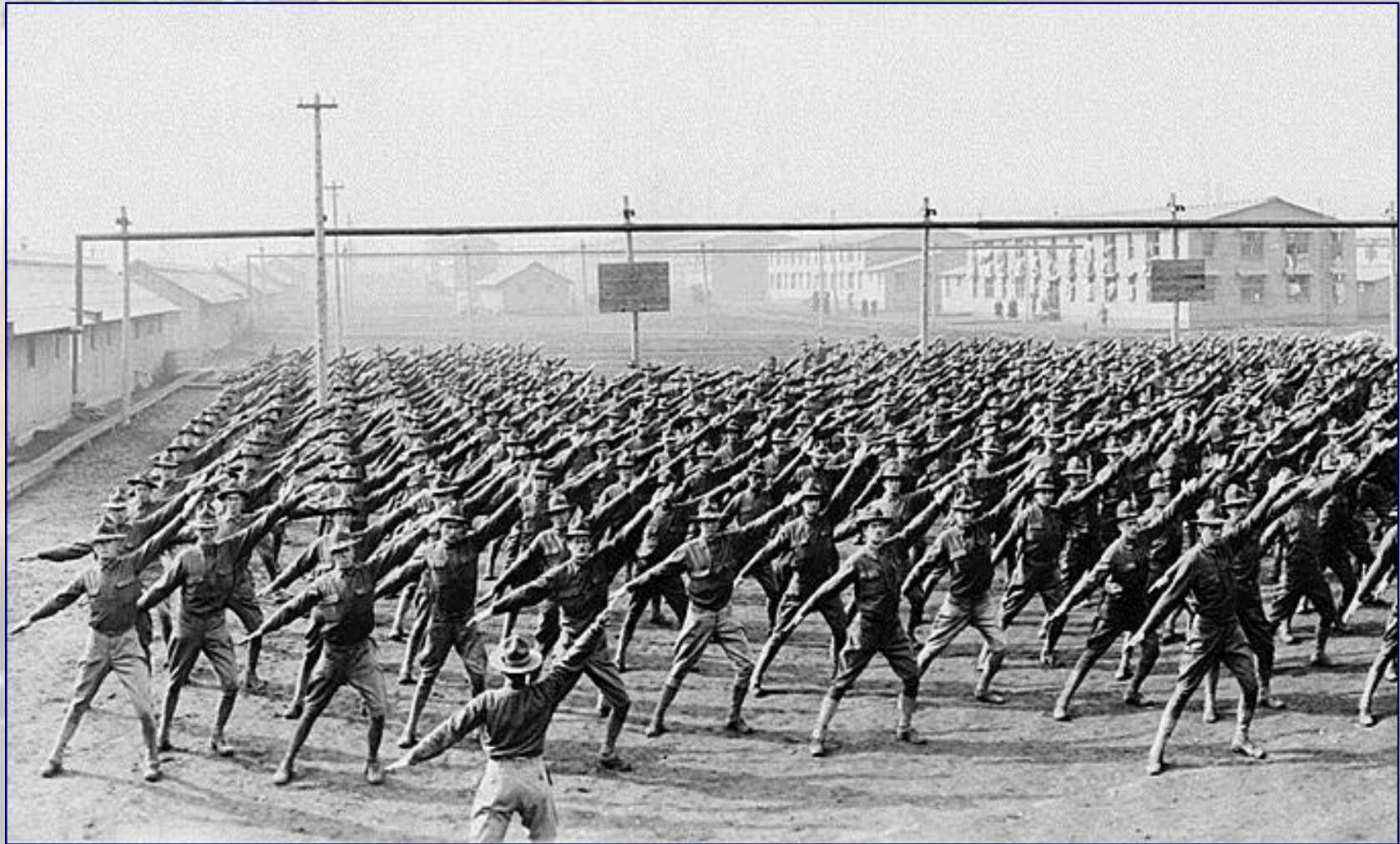












"above and beyond the call of duty"

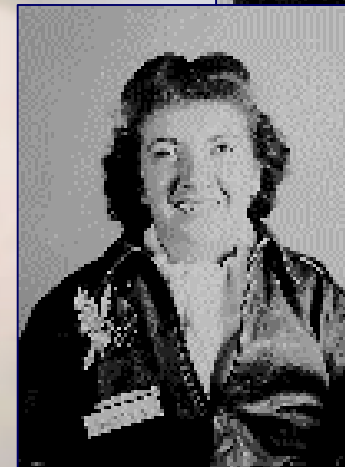


DORIE MILLER

*Received the Navy Cross
at Pearl Harbor, May 27, 1942*

Women Who Served

The Women's Auxiliary Ferrying Squadron (WAFS/WASP)









You have many important responsibilities!

- Managing people and other resources
- Reporting to the Secretary and the President
- Answering questions from the Congress and the public

and

- Managing your records
 - Managing my records??????????

Managing Records??

- Isn't that something my secretary does?
- First, you must set the policy and the tone
 - Then, your staff will implement policy



Why should I care about my records?

- It's in your interest
 - To find the information you need
 - To document your accomplishments
 - To avoid embarrassment, litigation, loss of security clearance, dismissal from Federal service, prosecution also...



Why should I care about my records?

- To protect democratic values
 - Rights of citizens
 - Accountability of government



What can I do to avoid records problems?

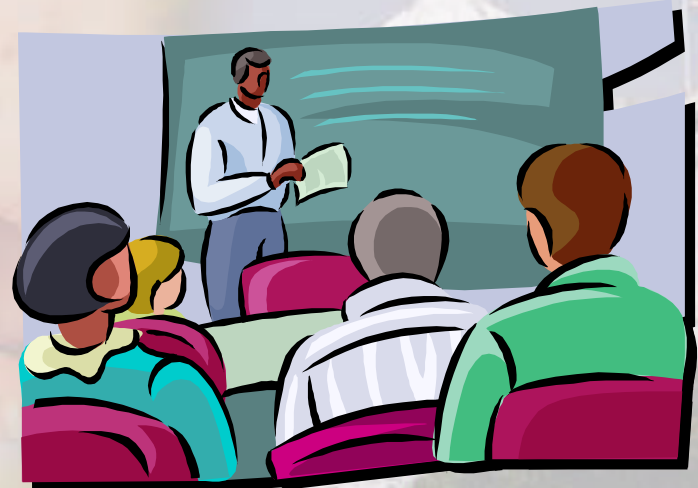


Start right and the rest is easy!

- Separate Federal records and personal files. (most will be Federal)
- Keep Federal records as long as required by law & regulation. The National Archives & Records Administration (NARA) provides authorities specifying retention periods.
- Ask your records officer whether you can make copies for personal files.
- Ensure that those you supervise are also managing their records correctly.

Your records officer can help by...

- Briefing you and your staff
- Identifying new types of records that will need new disposition authorities
- Reviewing separation of personal from Federal records
- Providing tools
 - folder labels
 - retention lists
 - written instructions



What is a Federal record?

1. Documentary material

Regardless of physical form (paper, electronic, audiovisual, etc.)

2. Made or received by an agency of government

3. Useful as evidence of agency functions, organizations or activities

Say that again?

- ✓ Did you receive this document as a result of your Federal job?
- ✓ Did you create or use this document to conduct or facilitate agency business?
- ✓ Did you distribute this document to others?
- ✓ Did you put the document in an agency file?
- ✓ If not, did you still need to refer to this document later to conduct government business?

If any of your answers are “yes”, the document is a Federal record.

Types of Federal records:

- Paper (letters, memos, completed forms, reports, maps, etc.)
- Electronic (databases, e-mail, spreadsheets, geographic information systems, etc.)
- Audio recordings
- Photographic prints and negatives
- Video recordings & motion picture films



Is my e-mail a Federal record?

Probably yes, unless truly personal in content and use



Can I delete e-mail?

- Ask your records officer:
 - Do I have authority from NARA to delete email?
 - How does the agency keep important email—electronically or in paper files?
 - How does the agency capture the whole e-mail record—the transmission data as well as the content of the message?

Can I remove, delete or destroy other types of Federal records?

- No! Not unless your records officer provides a NARA disposition authority
- Unauthorized destruction or removal may result in prosecution and criminal penalties

What are personal files?

- Materials not connected with the conduct of government business

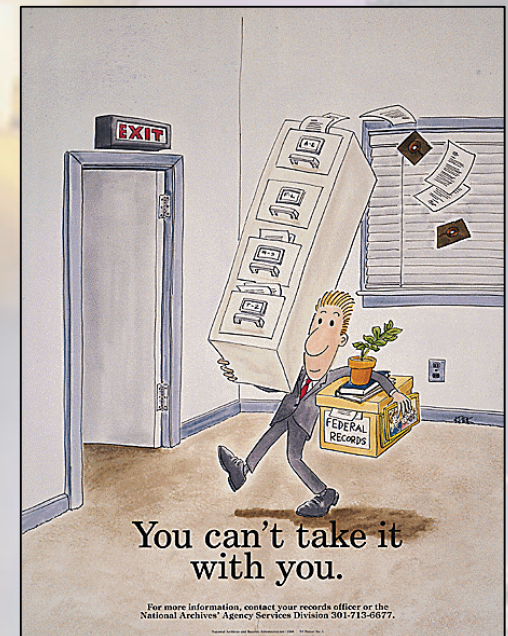
For example:

- Files created before entering public service
- Personal, family or social correspondence
- Insurance or medical papers



Can I take copies of Federal records with me when I leave?

- Only if the removal of these copies
 - Will not diminish the official record
 - Will not exceed normal administrative costs
 - Is approved by records officials
 - Does not include information that is security classified, subject to the Privacy Act, or otherwise prohibited from release



What happens to the records in my office when I leave?

- Ask your records officer about the mandatory time periods for each of the types of records in your office. You can arrange to have access to your records after you leave government.
- Your “permanent” records will eventually be transferred to NARA, where they will serve as a record of your public service for historians, the public, and perhaps even your grandchildren.

What are the benefits of managing my records well?

- Save the government money by operating more efficiently
- Carry out your responsibilities for records management
- Document your public service
- Ensure accountability to the Congress and the public
- Avoid embarrassment and prosecution



It's in your interest!



**It's in the public
interest!**

Where can I get more information?

- Consult your agency's records officer
- Consult the NARA web site (www.nara.gov)
- See the NARA publication: Documenting Your Public Service
- Ask the advice of your agency's legal counsel, historian, inspector general, and information security officer.

